

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
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DATE: June 15, 2002

CALATERS LETTER #02-005

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS 2002-2003 FISCAL YEAR ACTIVITIES

This letter provides information regarding the CalATERS and the upcoming new budget year, 2002-2003.

On July 1, 2002, CalATERS will resume processing expense reimbursements (refer to letter #02-004). In the event that the 2002-2003 budget is not signed by June 30, 2002, the following procedure must be applied to claims with expenses that occur on 7/1/02 or thereafter:

Once the expense reimbursement request has reached the Department Accounting Technician he or she will review the claim. If the trip(s) on the claim include travel which occurred July 1, 2002, or thereafter, that request should not be approved until a new budget has been signed. The user's profile will still have 2001-2002 fiscal year information and the claim will require that Specialized Account Coding be applied after the new fiscal year budget is signed. Instructions regarding specialized account coding are located on the CalATERS website, www.calaters.ca.gov. Employee profiles will be modified to match 2002-2003 accounting information once the budget is signed. Claims created after profiles have been modified with the new coding can be processed without manual intervention.

All claims approved July 1, 2002, through the signing of the 2002-2003 will be subject to pre-payment audit. In the event that a claim is approved for travel incurred during the new fiscal year but coded to the prior fiscal year, those claims will be returned to the department for correction. This will be a temporary process until a new budget is signed.

Required File Loads after the Budget is Signed

Once the budget is signed, each department will need to submit the following three files updated with 2002-2003 budget information:

- 1) Calprofile – This file must contain an "M" in the "file type" field, "2002" in the "Fiscal Year" field and new chapter number in the "Chapter" field for each employee with a profile loaded in CalATERS.
- 2) Calaccount – This file must contain the new fiscal year budget information.
- 3) Calxref – This file must contain the new fiscal year budget information and detailed account coding.

Once the files are tested and loaded into CalATERS, CalATERS will be updated to reflect the new budget information.

If you have any questions, please contact the CalATERS Help Desk at 324-9991 and reference this CalATERS Letter. Thank you.